



Network Infrastructure Directorate

Road Permit System

User Manual

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1 System Overview

The new Road Permit System has been designed to be accessed through a web browser. To access the system open your web browser and go to the following address: <https://www.roadpermits.gov.mt>. The following login screen will appear:

tm
Transport Malta

Road Permit System

▼ Maintenance

- User Profile
- Contractors
- Stakeholders
- Insurance Agencies
- Standard Conditions
- Works Definitions
- Roads Inspectors

▼ Trenching Permits

- Create Permit
- New Permits
- Permits Pending Feedback
- All Permits Pending Feedback
- Permits Pending Feedback Review
- Permits Issued but Not Valid
- Permits Licenses
- Permits Created
- Permit Reports

▼ Inspections

- Inspections Pending
- Inspections Completed

User Name:

Password:

Login

If you are logging in for the first time you must use the default password (123456). However the system will immediately ask you to change your password to something more secure. Change your password to anything 6 characters or longer that is not the default password.

The menu on the left side of the screen shows that the system is split into three main areas:

- Maintenance
- Trenching Permits
- Inspections

The maintenance section can only be accessed by the system administrator and is used to maintain all the data needed by the system such as contractors, stakeholders and insurance agencies.

The trenching permits section is used to create and view trenching permits. This section also allows entities to provide feedback for trenching permits as well as print permits that have been issued.

Finally the inspections section is used to update information about the inspections of a permit. Here the inspections users can assign the next inspection date, fill in works in progress forms and compliance reports.

2 Maintenance Section

This section is used to edit information used by the system. All pages within this section are only accessible to the administrator of the system with the exception of the **User Profile** screen.

2.1 User Profile

This screen is accessible to any user that has access to the system since it is used to edit information about the user that is logged in:

tm
Transport Malta
Signed In As: Mark.Abela

Road Permit System [Sign Out](#)

▼ Maintenance

- **User Profile**
- Contractors
- Stakeholders
- Insurance Agencies
- Standard Conditions
- Works Definitions
- Roads Inspectors

▼ Trenching Permits

- Create Permit
- New Permits
- Permits Pending Feedback
- All Permits Pending Feedback
- Permits Pending Feedback Review
- Permits Issued but Not Valid
- Permits Licenses
- Permits Created
- Permit Reports

▼ Inspections

- Inspections Pending
- Inspections Completed

User Profile for: Mark.Abela

Full Name:

Email:

Change Password: ☐

From this screen you may change your full name as you want it to be displayed along with your email address. If you require you may also change your password by ticking the **Change Password** check box:

tm
Transport Malta
Signed In As: Mark.Abela

Road Permit System [Sign Out](#)

▼ Maintenance

- **User Profile**
- Contractors
- Stakeholders
- Insurance Agencies
- Standard Conditions
- Works Definitions
- Roads Inspectors

▼ Trenching Permits

- Create Permit
- New Permits
- Permits Pending Feedback
- All Permits Pending Feedback
- Permits Pending Feedback Review
- Permits Issued but Not Valid
- Permits Licenses
- Permits Created
- Permit Reports

▼ Inspections

- Inspections Pending
- Inspections Completed

User Profile for: Mark.Abela

Full Name:

Email:

Change Password: ☒

New Password:

Confirm Password:

You may change your password to anything as long as it is 6 characters or longer and is not the default password which is 123456. Clicking the save button will save any information you have edited.

2.2 Contractors

This menu item will open a list of all the contractors in the system along with some of the details of each contractor in a table:



Transport Malta
Signed In As: emdadmin

Road Permit System


[Sign Out](#)

- ▼ Maintenance
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 - ▶ **Contractors**
 - ▶ Stakeholders
 - ▶ Insurance Agencies
 - ▶ Standard Conditions
 - ▶ Works Definitions
 - ▶ Roads Inspectors
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 - ▶ Create Permit
 - ▶ New Permits
 - ▶ Permits Pending Feedback
 - ▶ All Permits Pending Feedback
 - ▶ Permits With Feedback Ready
 - ▶ Permits Licenses
 - ▶ Permits Created
 - ▶ Permit Reports
- ▼ Inspections
 - ▶ Inspections Pending
 - ▶ Inspections Completed

Contractor	Address	Street	Locality	Post Code	Country	Telephone	Fax	Email	Active	Commands
C&R CONTRACTORS LTD	SILVER SPRINGS CRT FLAT 3 TRIQ	TRIQ NIKOLINA CARUANA	SIGGIEWI	0	0	21463315	0	annjas@onvol.net	<input checked="" type="checkbox"/>	Edit Delete
CHARLES BONNICI	36, CHARTESS	TRIQ IS-SINISKALK	ZEJTUN	-	MALTA	21800804	99474903	grg@onvol.net	<input checked="" type="checkbox"/>	Edit Delete
CROSS ROADS CORPORATION	PUMPING STATION	WIED IL-KBIR	QORMI	-	MALTA	21228140	99407722	crossroadco-op@hotmail.com	<input checked="" type="checkbox"/>	Edit Delete
CENTRAL ASPHALT -		TRIQ TAL-LABOUR	NAXXAR	NXR9027	MALTA	21437067	21412061	info@centralasphalttd.com	<input checked="" type="checkbox"/>	Edit Delete
RENELL CO. LTD.	57 ARZELLA	TRIQ TAL- KLERKU	FGURA	0	MALTA	21660674	21660674	renell2007@live.co.uk	<input checked="" type="checkbox"/>	Edit Delete
ALFRED ATTARD	15 STARLIGHT	TRIQ VINCENZO ADRARIO	ZEBBUG	-	MALTA	21466324	21467946	alfred_attard@hotmail.com	<input checked="" type="checkbox"/>	Edit Delete
ALFRED SCHEMBRI & SONS LTD	TAR-RANZIJA INDUSTRIAL ESTATE	TRIQ HAL FAR	BIRZEBBUGA	BBG06	MALTA	21658157	21659493	sas.ltd@global.net.mt	<input checked="" type="checkbox"/>	Edit Delete
ANTHONY AQUILINA	41A	TRIQ IL-MADLIENA	SWIEQI	-	MALTA	21370292	21378764	tal@onvol.net	<input checked="" type="checkbox"/>	Edit Delete
ANTHONY VELLA	ANTPAUL	VJAL IL- WIEHED U GHOXRIN TA' SETTEMBRU	NAXXAR	-	MALTA	21412485	0	XXX@XXX.XXX	<input checked="" type="checkbox"/>	Edit Delete
ASFALTAR LTD	-	TRIQ HAL FAR	BIRZEBBUGA	-	MALTA	21650995	21654900	asfaltar@melita.net.mt	<input checked="" type="checkbox"/>	Edit Delete

12345678
New

The administrator may delete a contractor by clicking the **Delete** button in the row of a contractor. Note that this is only possible if the contractor is not in use in any permits in the system. Clicking on the **Edit** button will open up a form allowing you to edit the details of a contractor:



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Signed In As: Mark.Abel

Road Permit System

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 - ▶ Permits Pending Feedback Review
 - ▶ Permits Issued but Not Valid
 - ▶ Permits Licenses
 - ▶ Permits Created
 - ▶ Permit Reports
- ▼ Inspections
 - ▶ Inspections Pending
 - ▶ Inspections Completed

Contractor: Polidano Bros

Address/Street: Polidano

Locality/PostCode/Country: RABAT RBT0234 Malta

Telephone/Mobile: 21 ARPA

Email: [redacted]

Active: ☒

Not Valid For Works: ☐

[Save](#)

Applicants

Applicant Name	Applicant ID No	Applicant Phone	Applicant Mobile	Applicant Email	Commands
Joe Borg	33377m	[redacted]	[redacted]	joe@[redacted].com.mt	Edit Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Insert Cancel

The above screenshot shows the details of a contractor. If the **Active** checkbox is not ticked that means this contractor will not appear in the list of contractors which may be assigned to a permit. This allows the administrator to blacklist a contractor if it is required.

The **Not Valid For Works** checkbox is used to indicate that if a permit is issued with this contractor then it will not be valid for works. Therefore a permit may be created with this contractor but when the permit is issued, works cannot start until the NID assign a contractor that is valid for works.

Each contractor also has a list of Applicant, Insurance Policies and Bank Guarantees. These can be viewed by selecting the required list from the drop down list as follows:

Insurance Policies:

The screenshot shows the 'Road Permit System' interface. The user is logged in as 'Mark.Abela'. The left sidebar contains a navigation menu with categories like Maintenance, Trenching Permits, and Inspections. The main content area displays the details for contractor 'Polidano Bros'. Below the contractor details, there is a dropdown menu for 'Insurance Policies' which is currently open, showing a table of existing policies.

Policy Number	Insurance Agency	Start Date	End Date	Commands
345	[Redacted]	11 May 2010	01 February 2013	Edit Delete
	A O N Malta			Insert Cancel

Bank Guarantees:

This screenshot shows the same 'Road Permit System' interface, but with the 'Bank Guarantees' dropdown menu open. It displays a table of bank guarantees for the contractor 'Polidano Bros'.

Bank Description	File No	Guarantee Number	Guarantee Amount	Guarantee Expiry	Agreement Date	Commands
BOV	12345BV	2345657TF56	[Redacted]	09 February 2012	09 February 2011	Edit Delete
						Insert Cancel

Note that for a permit to have a contractor assigned to it, the contractor must have both a valid insurance policy and a valid bank guarantee.

2.3 Stakeholders

This menu opens up the list of all the stakeholders in the system. Stakeholders can be Utilities, Local Councils, Architects or Entities:



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Road Permit System


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- ▼ Trenching Permits
 - ▶ Create Permit
 - ▶ New Permits
 - ▶ Permits Pending Feedback
 - ▶ All Permits Pending Feedback
 - ▶ Permits With Feedback Ready
 - ▶ Permits Licenses
 - ▶ Permits Created
 - ▶ Permit Reports
- ▼ Inspections
 - ▶ Inspections Pending
 - ▶ Inspections Completed

Type	Stakeholder Name	Address	Street	Locality	Post Code	Country	Telephone	Fax	Email	Always Required	Commands
Utility	RID	TRANSPORT MALTA	TRIQ G.F. AGIUS DE SOLDANIS	SANTA VENERA	SVR1910	Malta			tommy.debono@transport.gov.mt	<input checked="" type="checkbox"/>	Edit Delete
Utility	EMD	Vault 13-15	TRIQ IL- VITIMI FURJANIZI TAL- GWERRA	FLORIANA	FRN1913	Malta	22030000		info@emd.com.mt	<input type="checkbox"/>	Edit Delete
Utility	Enemalta Corporation	MOLL TAL-	IL-MOLL TAL- KNISJA	MARSA	-	MALTA		0	carmelo.gatt@enemalta.com.mt	<input checked="" type="checkbox"/>	Edit Delete
Utility	WSC	TRIQ	TRIQ HAL QORMI	LUQA	-	MALTA	0	0	ivan.mifsud@wsc.com.mt	<input checked="" type="checkbox"/>	Edit Delete
Utility	TRAFFIC MANAGEMENT UNIT	TRANSPORT MALTA	TRIQ G.F. AGIUS DE SOLDANIS	SANTA VENERA	-	MALTA	0	0	domenic.vella@transport.gov.mt	<input checked="" type="checkbox"/>	Edit Delete
Local Council	ZURRIEQ LOCAL COUNCIL	CENTRU TAL-KOMUNITA TRIQ	TRIQ PIETRU PAWL SAYDON	ZURRIEQ	ZRQ1030	MALTA	21689111	0	zurrieq@lc.gov.mt	<input type="checkbox"/>	Edit Delete
Local Council	SWIEQI LOCAL COUNCIL	SILVER DAWN TRIQ	TRIQ SANT'ANDRIJA	SWIEQI	SWQ3030	MALTA	21373939	21374555	swieqi@lc.gov.mt	<input type="checkbox"/>	Edit Delete
Local Council	B'KARA LOCAL COUNCIL	B'KARA CIVIL CENTRE TRIQ	SQAQ TUMAS FENECH	BIRKIRKARA	BKR2527	MALTA	21442626	21442644	birkirkara@lc.gov.mt	<input type="checkbox"/>	Edit Delete
Utility	GO Plc	TELGHA TA'	TELGHET SPENCER	MARSA	-	MALTA	0	0	john.dougal@go.com.mt	<input checked="" type="checkbox"/>	Edit Delete
Private	PRIVATE	0	- -	-	0	0	0	0	xxx@xxx.com	<input type="checkbox"/>	Edit Delete

12345678
[New](#)

The administrator may delete a stakeholder by clicking the **Delete** button in the row of a stakeholder. Note that this is only possible if the stakeholder is not in use in any permits in the system. Clicking on the **Edit** button will open up a form allowing you to edit the details of a stakeholder:



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 - ▶ Permits Pending Feedback
 - ▶ All Permits Pending Feedback
 - ▶ Permits With Feedback Ready
 - ▶ Permits Licenses
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 - ▶ Permit Reports
- ▼ Inspections
 - ▶ Inspections Pending
 - ▶ Inspections Completed

Stakeholder: RID

Address/Street: TRANSPORT MALTA

Locality/PostCode/Country: SANTA VENERA

Telephone/Fax:

Mobile/Pager:

Email:

Always Required: ☒

Type: Utility

G.F. AGIUS DE SOLDANIS

SVR1910

Malta

[Save](#)

Application Users:

Login Name	Full Name	Email Address	Default Project Owner	Commands
administrator	Thomas Debono	tommy.debono@transport.gov.mt	RID	Edit Delete User Roles... Reset Password
borgk042	Kylie Borg Marks	kylie.borgmarks@transport.gov.mt	RID	Edit Delete User Roles... Reset Password
cardm016	Mark Cardona	mark.cardona@transport.gov.mt	RID	Edit Delete User Roles... Reset Password
debot003	Thomas Debono	thomas.debono@transport.gov.mt	RID	Edit Delete User Roles... Reset Password
vassd003	David Vassallo	david.vassallo@transport.gov.mt	RID	Edit Delete User Roles... Reset Password

The checkbox **Always Required** is used to indicate that the stakeholder is always required to provide feedback for a permit. Therefore any stakeholders with this box ticked will always be added to the list of stakeholders that need to provide feedback for trenching permits and there will be no need to add these stakeholders manually to each permit.

A stakeholder may be of the type: Utility, Council User and Private. Only one stakeholder of the type Private needs to be added and this stakeholder may be used in a permit when a private individual

is applying for a trenching permit. The individual's actual details can be added in the create permit screen.

Also each stakeholder has a number of Application Users. Note that these are the actual users of the system. Therefore to add a user to the system, the administrator must add a user to a stakeholder and then assign the relevant permissions to this user. The password of each Application User may be reset by clicking the **Reset Password** button.

The administrator can assign the roles a user has by clicking the **User Roles...** button which will open the following form:

The screenshot shows the 'Road Permit System' interface. At the top left is the 'tm' logo and 'Transport Malta'. Below it, it says 'Signed In As: emdadmin' and a 'Sign Out' link. On the left is a navigation menu with categories: Maintenance (User Profile, Contractors, Stakeholders, Insurance Agencies, Standard Conditions, Works Definitions, Roads Inspectors), Trenching Permits (Create Permit, New Permits, Permits Pending Feedback, All Permits Pending Feedback, Permits With Feedback Ready, Permits Licenses, Permits Created, Permit Reports), and Inspections (Inspections Pending, Inspections Completed). The main area displays a modal window titled 'User Roles for: administrator'. This window contains a table with two columns: 'User Role' and 'Commands'. The table lists several roles: Administrator, NID User, TPCreator, Compliance User, and Inspections User. Each role has 'Edit' and 'Delete' buttons. At the bottom of the table, the 'Administrator' role is selected, and it has 'Insert' and 'Cancel' buttons instead of 'Edit' and 'Delete'. Below the table is a 'Back' button.

User Role	Commands
Administrator	Edit Delete
NID User	Edit Delete
TPCreator	Edit Delete
Compliance User	Edit Delete
Inspections User	Edit Delete
Administrator	Insert Cancel

The system makes use of the following roles:

- Administrator
- NID User
- TPCreator
- Entity User
- Council User
- Inspections User
- Compliance User

The roles that a user has will determine which menus will be able to be accessed by the user. It is important that the administrator does not remove the role **Administrator** from his own **User Roles**.

2.4 Insurance Agencies

This menu opens the list of Insurance Agencies in the system:



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 - ▶ Permits With Feedback Ready
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Agency Name	Address	Street	Locality	Post Code	Country	Telephone	Fax	Email	Commands
MIDDLE SEA INSURANCE	MIDDLE SEA HSE	TRIQ IL- FOSOS	FLORIANA	VLT10	MALTA	21246262	21248195	middlesea@middlesea.com	Edit Delete
ALLCARE INSURANCE AGENCY LTD	-	TRIQ L- UNIVERSITA'	MSIDA	MSD04	MALTA	21334600	21347947	info@allcare.com.mt	Edit Delete
ELMO INSURANCE AGENCY LTD	TRIQ	TRIQ L- ABATE RIGORD	TA' XBIEX	0	0	21345020	21345029	chris.cuschieri@elmogroup.com	Edit Delete
GASAN MAMO INSURANCE	-	TRIQ L- IMSIDA	GZIRA	GZR03	MALTA	21345123	21345377	cdelicata@gasanmamo.com	Edit Delete
CITADEL INSURANCE	36 CASA BORGIO	TRIQ IS- SUQ	FLORIANA	VLT15	MALTA	21246152	21241301	info@citadelplc.com	Edit Delete
ISLAND INSURANCE BROKERS LTD	44/2	TRIQ NOFS IN- NHAR	VALLETTA	VLT11	MALTA	21224225	21224226	info@islandins.com	Edit Delete
ATLAS INSURANCE AGENCY	47/50	IX-XATT TA' XBIEX	TA' XBIEX	MSD11	MALTA	21344464	21344666	alison.said@atlas.com.mt	Edit Delete
NOT APPLICABLE	-	-	-	-	-	-	-	xxx@xxx.xxx	Edit Delete
INTERNATIONAL INSURANCE BROKERS LTD	12/9 VINCENTI BUILDINGS	TRIQ ID- DEJQA	VALLETTA	VLT09	MALTA	21248062	21247402	hayesmb@onvol.net	Edit Delete
MELITA INSURANCE AGENCY LTD	56 TRANSNONTINENTAL HOUSE FLOOR 3	TRIQ ZEKKA	VALLETTA	VLT04	MALTA	21247261	21345029	melitains@nextgen.net.mt	Edit Delete

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[New](#)

The administrator may delete an Insurance Agency by clicking the **Delete** button in the row of an Insurance Agency. Note that this is only possible if the Insurance Agency is not in use in any of the insurance policies of the stakeholders in the system. Clicking on the **Edit** button will open up a form allowing you to edit the details of an Insurance Agency:



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 - ▶ Inspections Pending
 - ▶ Inspections Completed

Agency: MIDDLE SEA INSURANCE

Address/Street: MIDDLE SEA HSE

Locality/PostCode/Country: FLORIANA VLT10 MALTA

Telephone/Fax: 21246262 21248195

Email: middlesea@middlesea.com

[Save](#)

The **Save** button will save any updated information of the Insurance Agency.

2.5 Standard Conditions

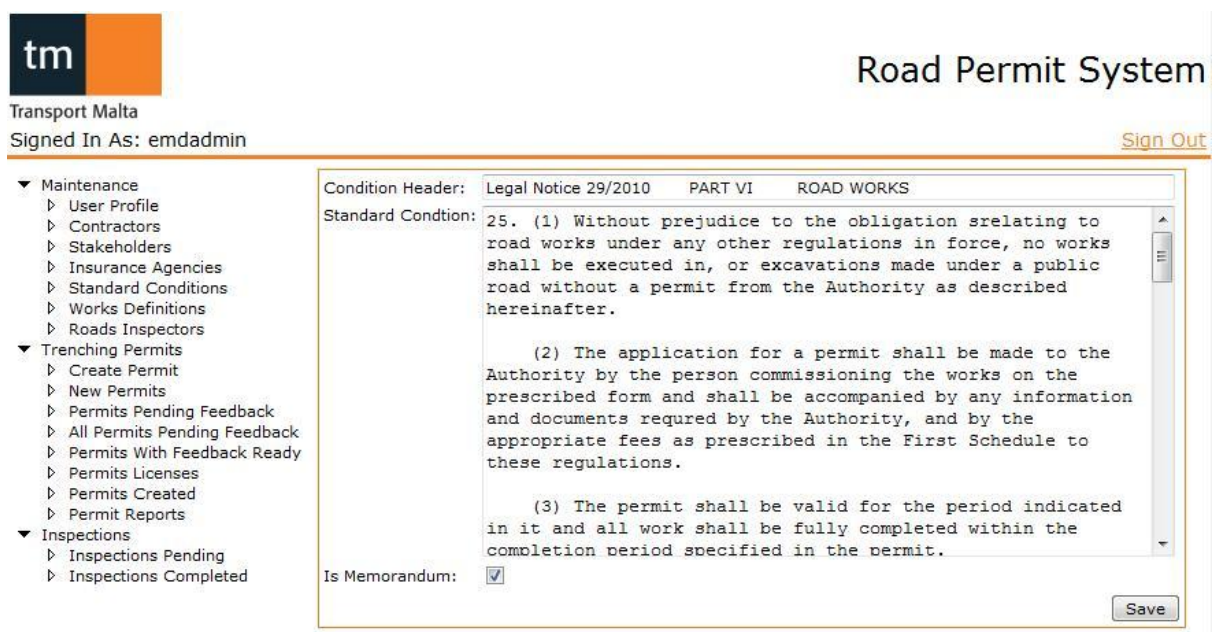
This menu opens the list of Standard Conditions in the system:



The screenshot shows the 'Road Permit System' interface. The top navigation bar includes the 'tm' logo, 'Transport Malta', 'Signed In As: emdadmin', and a 'Sign Out' link. A left sidebar contains a tree view of system modules, with 'Standard Conditions' highlighted under 'Maintenance'. The main content area displays a table of Standard Conditions.

Condition Header	Standard Condition	Is Memorandum	Commands
Legal Notice 29/2010 PART VI ROAD WORKS	25. (1) Without prejudice to the obligation relating to road works under any other regulations in force, no works shall be executed in, or excavations made under a public road without a permit from the Authority as described hereinafter. (2) The application for a permit shall be made to the Authority by the person commissioning the works on the prescribed form and shall be accompanied by any information and documents required by the Authority, and by the appropriate fees as prescribed in the First Schedule to these regulations. (3) The permit shall be valid for the period indicated in it and all work shall be fully completed within the completion period specified in the permit. (4) The Authority may renew any permit the validity of which has expired upon the submission by the holder thereof of an application for renewal. (5) Road works may only be executed by a contractor and Local Council, utility services providers, communications service providers and contractors involved shall at all stages follow the Code of Practice. 28. (3) Where a contractor executes works in contravention of any condition attached to the permit or in contravention to any other direction which the Authority may give, the Authority, if it considers it desirable to do so, may revoke or suspend the permit as the case may be, and the contractor shall be liable to an administrative fine of €50 for each contravention, which fine shall be withdrawn from the bank guarantee: Provided that where the breach is in contravention of any of those provided in the Second Schedule hereto. 31. (1) The Authority shall, prior to the granting of a permit for road works, approve a suitable and safe traffic management plan prepared by the project owner and, or the applicant in respect of those works and ensures the putting into effect and maintenance of the said plan, plan shall include but not limited to lighted barricades, warning lights, or warnings devices, and signage as needed in order to prevent damage or injury to persons, vehicles and property and to minimize the inconvenience and danger to the public by the said road works. 32. A contractor executing road works shall compensate third parties in respect of any damages or loss suffered by third parties as a result of the execution of those road works:	<input checked="" type="checkbox"/>	Edit Delete

The administrator may delete a Standard Condition by clicking the **Delete** button in the row of a Standard Condition. Note that this is only possible if the Standard Condition is not in use in any of permits in the system. Clicking on the **Edit** button will open up a form allowing you to edit the details of a Standard Condition:



The screenshot shows the 'Road Permit System' interface with the 'Standard Conditions' edit form open. The left sidebar is the same as the previous screenshot. The main content area shows the form for editing the condition 'Legal Notice 29/2010 PART VI ROAD WORKS'.

Condition Header: Legal Notice 29/2010 PART VI ROAD WORKS

Standard Condition:

25. (1) Without prejudice to the obligation relating to road works under any other regulations in force, no works shall be executed in, or excavations made under a public road without a permit from the Authority as described hereinafter.

(2) The application for a permit shall be made to the Authority by the person commissioning the works on the prescribed form and shall be accompanied by any information and documents required by the Authority, and by the appropriate fees as prescribed in the First Schedule to these regulations.

(3) The permit shall be valid for the period indicated in it and all work shall be fully completed within the completion period specified in the permit.

Is Memorandum: ☒

[Save](#)

The **Is Memorandum** checkbox is used to indicate that the condition will be added to every permit that is issued. This means that when the permit is issued the condition will be automatically attached to the permit.

2.6 Works Definitions

This menu opens up the list of Works Conditions in the system:

tm **Road Permit System**
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Works Definition	Commands
DRAINAGE HOUSE CONNECTION	Edit Delete
WATER MAIN	Edit Delete
ENEMALTA CABLES	Edit Delete
IRRIGATION PIPES	Edit Delete
GO CABLES	Edit Delete
<input type="text"/>	Insert Cancel

1 2 3 4 5

Each Work Condition may be added, edited or deleted from this screen as required by the administrator.

2.7 Roads Inspectors

This menu opens up the list of all the Roads Inspectors in the system:

tm **Road Permit System**
Transport Malta
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- ▼ Inspections
 - ▷ Inspections Pending
 - ▷ Inspections Completed

Inspector Name	Inspector Email	Commands
PAUL CHETCUTI	[REDACTED]	Edit Delete
<input type="text"/>	<input type="text"/>	Insert Cancel

Each Roads Inspector may be added, edited or deleted from this screen as required.

3 Trenching Permits Section

3.1 Create Permit

This menu is only accessible by users with the **TPCreator** role assigned to them. It opens up the screen that is used to create a Trenching Permit application:

tm
Transport Malta
Signed In As: Mark.Abelo

Road Permit System
[Sign Out](#)

User: Mark.Abelo Permit Date: 11 February 2011

Contractor Details:
 Project Owner: Water Services
 Contractor: Please Select...
 Applicant:
 Details... Details... Valid From: Valid To:

Insurance Details:
 Agency: Details...
 Policy No:
 Valid From: Valid To:

Work Details:
 Insert New Work Detail

MEPA Permit:
 Requested Start Date: Request Duration: End Date: Browse...

Works Definition:
 Road Remarks:
 All Standard Conditions Insert Save

Please select a contractor.

As is shown in the screenshot above the form is disabled until a contractor is selected from the list of active contractors in the system. Once a contractor is selected and the contractor has a valid insurance policy and bank guarantee, the contractor's insurance details are shown and the form is enabled. To add a work detail to the permit application, click the **Insert New Work Detail** button. This will show the fields required to add a work detail:

tm
Transport Malta
Signed In As: Mark.Abelo

Road Permit System
[Sign Out](#)

User: Mark.Abelo Permit Date: 09 February 2011

Contractor Details:
 Project Owner: Kunsill Lokali
 Contractor:
 Applicant: Joe Borg
 Details... Details... Valid From: 11 May 2010 Valid To: 01 February 2013

Insurance Details:
 Agency: Details...
 Policy No: 345

Work Details:
 Insert New Work Detail

Locality: ATTARD **Street:** A. CARUANA GATTO
House Details:
Trench Details:
 Length: 20 Width: 2.5 Depth: 2.5 Insert Cancel

MEPA Permit:
 Requested Start Date: Request Duration: End Date: Browse...

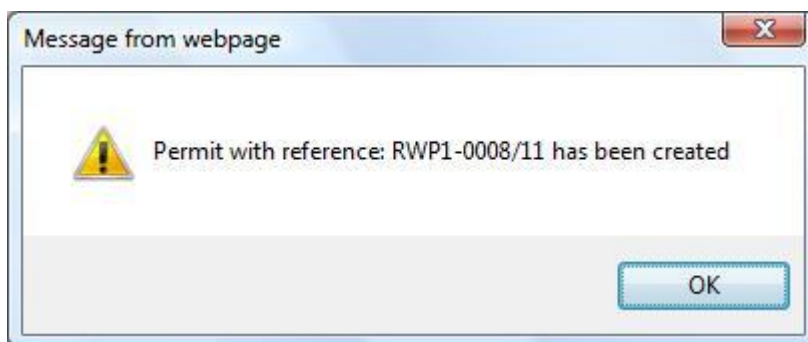
Works Definition:
 Road Remarks:
 All Standard Conditions Insert Save

Choose the correct locality and street of the works and fill in the details about the trench and click the **Insert** button. This will add the work details to the permit application:

You may add more work details to the permit by repeating the process above. Fill in the rest of the application by adding Road Remarks, the Start Date and Duration as shown in the screenshot above.

Works Definitions may be added to the application by selecting the works definition from the drop down list and clicking the **Insert** button next to it. Works Definitions already added may be removed from the list using the **Delete** button or simply changed to other works definitions using the **Edit** button.

Also do not forget to add a Road Diagram to the application by clicking the **Browse** button and selecting the diagram from your computer. When you have filled in all the details, click the **Save** button to send in the Trenching Permit application. The system will display the permit reference that has been assigned to your permit:



3.2 New Permits

This menu may only be accessed by users with the **NID User** role. It is used by these users to view any permits in the system which have been created and need to be reviewed:

tm
Transport Malta
Signed In As: emdadmin

Road Permit System [Sign Out](#)

- ▼ Maintenance
 - ▶ User Profile
 - ▶ Contractors
 - ▶ Stakeholders
 - ▶ Insurance Agencies
 - ▶ Standard Conditions
 - ▶ Works Definitions
 - ▶ Roads Inspectors
- ▼ Trenching Permits
 - ▶ Create Permit
 - ▶ **New Permits**
 - ▶ Permits Pending Feedback
 - ▶ All Permits Pending Feedback
 - ▶ Permits With Feedback Ready
 - ▶ Permits Licenses
 - ▶ Permits Created
 - ▶ Permit Reports
- ▼ Inspections
 - ▶ Inspections Pending
 - ▶ Inspections Completed

Permit Ref	Creator	Permit Date	Status	Project Owner	Contractor	Applicant	Requested Start	Requested Duration	Commands
RWP1-0006/11	debot003	07-02-2011	CREATED	RID	ALFRED ATTARD	ALFRED ATTARD	14-02-2011	5	Review

To review a permit, click on the **Review** button. This will open up the Permit Review screen:

tm
Transport Malta
Signed In As: emdadmin

Road Permit System [Sign Out](#)

Permit Reference: RWP1-0006/11 Creator: debot003 Permit Date: Monday, February 07, 2011

Contractor Details: Project Owner: Agency: Insurance Details: [Details...](#)

Contractor: Policy No: Applicant: Valid From: Valid To:

Work Details: [Insert New Work Detail](#)

Locality	Street	Length	Width	Depth	Remarks	House Details	Commands
BALZAN	ANNUNZIATA	6.00	1.00	1.50			Delete

Permit Details: MEPA Permit: Requested Start Date: Request Duration: End Date: [View Site Plan](#)

Roads Action: Action: Instructions:

Local Council: Inspector:

Works Definition:


Works Definition	Commands
<input type="text"/>	Edit Delete
<input type="text"/>	Insert Cancel

Entities Related to Permit: [Insert Related Entity](#)

[Back](#) [Save](#)

From this screen the NID User may view and modify the details of the permit. To check the road image sent in by the applicant, click the **View Site Plan** button. This screen is also used to add entities to the permit so that they may provide feedback. If the details of the permit are acceptable select **VALID** from the Action drop down list. If **NOT VALID** is selected the permit will be invalidated once you click the **Save** button.

First it is important to select a Local Council to be associated with this permit from the drop down list **Local Council**. Then other entities may be added to the permit by selecting the entity from the drop down list under **Entities Related to Permit** and clicking the **Insert Related Entity** button:



Transport Malta
Signed In As: emdadmin

Road Permit System

[Sign Out](#)

- ▼ Maintenance
 - ▶ User Profile
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 - ▶ Standard Conditions
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- ▼ Trenching Permits
 - ▶ Create Permit
 - ▶ New Permits
 - ▶ Permits Pending Feedback
 - ▶ All Permits Pending Feedback
 - ▶ Permits With Feedback Ready
 - ▶ Permits Licenses
 - ▶ Permits Created
 - ▶ Permit Reports
- ▼ Inspections
 - ▶ Inspections Pending
 - ▶ Inspections Completed

Permit Reference: RWP1-0006/11
Creator: debot003
Permit Date: Monday, February 07, 2011

Contractor Details:

Project Owner:

Contractor: [Details...](#)

Applicant: [Details...](#)

Agency: [Details...](#)

Policy No:

Valid From: Valid To:

Work Details:

Locality	Street	Length	Width	Depth	Remarks	House Details	Commands
BALZAN	ANNUNZIATA	6.00	1.00	1.50			Delete

Permit Details:

MEPA Permit:

Requested Start Date: Request Duration: End Date:

[View Site Plan](#)

Roads Action:

Action:

Instructions:

Local Council:

Inspector:

Works Definition:

Works Definition	Commands
<input type="text" value="DRAINAGE HOUSE CONNECTION"/>	Edit Delete
<input type="text" value="DRAINAGE HOUSE CONNECTION"/>	Insert Cancel

Entities Related to Permit:

Entity	Commands
<input type="text" value="Perit Anonnette Conti"/>	Delete
<input type="text" value="LIJA LOCAL COUNCIL"/>	Delete


[Insert Related Entity](#)

[Save](#)

Once all the relevant entities have been added click the **Save** button to save the permit application. Once this button is clicked the system will notify all entities that you added to the permit that they must provide their feedback within 10 days of the date that you reviewed the permit.

3.3 Permits Pending Feedback

This menu is used to view the permits for which your entity needs to provide feedback. It is accessible to users with the **Entity User** role. Therefore if you are an Application User of a stakeholder that needs to provide feedback for a permit, that permit will show in this screen:



Transport Malta
Signed In As: Mark.Abela

Road Permit System

[Sign Out](#)

- ▼ Maintenance
 - ▶ User Profile
 - ▶ Contractors
 - ▶ Stakeholders
 - ▶ Insurance Agencies
 - ▶ Standard Conditions
 - ▶ Works Definitions
 - ▶ Roads Inspectors
- ▼ Trenching Permits
 - ▶ Create Permit
 - ▶ New Permits
 - ▶ **Permits Pending Feedback**
 - ▶ All Permits Pending Feedback
 - ▶ Permits Pending Feedback Review
 - ▶ Permits Issued but Not Valid
 - ▶ Permits Licenses
 - ▶ Permits Created
 - ▶ Permit Reports
- ▼ Inspections
 - ▶ Inspections Pending
 - ▶ Inspections Completed

Permit Ref	Creator	Permit Date	Status	Project Owner	Contractor	Applicant	Feedback Given	Feedback Deadline	Objection	Commands
RWP1-0047/10	Mark.Abela	01-10-2010	VALID	Kunsill Lokali Attard	None	None	<input checked="" type="checkbox"/>	13-04-2011	<input checked="" type="checkbox"/>	Leave Feedback
RWP1-0004/11	Mark.Abela	08-02-2011	VALID	Kunsill Lokali Swieqi	None	None	<input checked="" type="checkbox"/>	14-04-2011	<input checked="" type="checkbox"/>	Leave Feedback
RWP1-0005/11	Mark.Abela	08-02-2011	VALID	GO	Polidano Bros Joe Borg		<input checked="" type="checkbox"/>	14-04-2011	<input checked="" type="checkbox"/>	Leave Feedback
RWP1-0006/11	Mark.Abela	08-02-2011	VALID	GO	Polidano Bros Joe Borg		<input checked="" type="checkbox"/>	14-04-2011	<input checked="" type="checkbox"/>	Leave Feedback
RWP1-0008/11	Mark.Abela	09-02-2011	VALID	Kunsill Lokali Attard	Polidano Bros Joe Borg		<input type="checkbox"/>	24-02-2011	<input type="checkbox"/>	Leave Feedback
RWP1-0007/11	Mark.Abela	08-02-2011	VALID	Kunsill Lokali Attard	Polidano Bros Joe Borg		<input type="checkbox"/>	24-02-2011	<input type="checkbox"/>	Leave Feedback

The screen will also show any permits where you have placed an Objection so that you may return to the permit and remove your objection if you so wish. To leave feedback for a permit, click on the Leave Feedback button. This will open the following form:

If you require an extension to the deadline you may tick the **Extension** box and click the **Save** button. This will grant you an extension of 5 days to the deadline to provide feedback. Note that this extension may only be applied for once for a permit. Therefore if another entity has already asked for this extension you may not request a further extension.

If you need to attach a diagram tick the **Attach Diagram** check box and click the **Browse** button to select a file on your computer to attach to your feedback.


To place an objection you must tick the **Objection** check box and click the **Save** button. This will extend the deadline by 45 days. Alternatively if you find no objection to the permit simply leave the check box un-ticked and provide your conditions in the **Conditions** text box and click **Save**.

3.4 All Permits Pending Feedback

This menu is only accessible to the NID Users since it shows all the permits that are pending feedback from entities:

Permit Ref	Creator	Permit Date	Status	Project Owner	Contractor	Applicant	Requested Start	Requested Duration	Deadline	Commands
RWP1-0036/10	Mark.Abela	31-05-2010	VALID	Kunsill Lokali Attard	Polidano Bros	Joe Borg	20-05-2010	3	28-02-2011	View Feedback Response Review
RWP1-0047/10	Mark.Abela	01-10-2010	VALID	Kunsill Lokali Attard	None	None	08-10-2010	4	13-04-2011	View Feedback Response Review
RWP1-0048/10	Mark.Abela	01-10-2010	VALID	Kunsill Lokali Attard	Ac Joint Venture	Charles Attard	08-10-2010	5	27-02-2011	View Feedback Response Review
RWP1-0004/11	Mark.Abela	08-02-2011	VALID	Kunsill Lokali Swieqi	None	None	19-02-2011	23	14-04-2011	View Feedback Response Review
RWP1-0005/11	Mark.Abela	08-02-2011	VALID	GO	Polidano Bros	Joe Borg	10-02-2011	5	14-04-2011	View Feedback Response Review
RWP1-0006/11	Mark.Abela	08-02-2011	VALID	GO	Polidano Bros	Joe Borg	09-02-2011	23	14-04-2011	View Feedback Response Review
RWP1-0007/11	Mark.Abela	08-02-2011	VALID	Kunsill Lokali Attard	Polidano Bros	Joe Borg	10-02-2011	2	24-02-2011	View Feedback Response Review
RWP1-0008/11	Mark.Abela	09-02-2011	VALID	Kunsill Lokali Attard	Polidano Bros	Joe Borg	25-02-2011	15	24-02-2011	View Feedback Response Review

Any permit may be reviewed and then issued if necessary by the NID User by clicking on the **Response Review** button. The feedback of each permit may be viewed by clicking on the **View Feedback** button:



Transport Malta
 Signed In As: Mark.Abelo

Road Permit System
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- ▼ Maintenance
 - ▶ User Profile
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 - ▶ Standard Conditions
 - ▶ Works Definitions
 - ▶ Roads Inspectors
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 - ▶ Create Permit
 - ▶ New Permits
 - ▶ Permits Pending Feedback
 - ▶ All Permits Pending Feedback
 - ▶ Permits Pending Feedback Review
 - ▶ Permits Issued but Not Valid
 - ▶ Permits Licenses
 - ▶ Permits Created
 - ▶ Permit Reports
- ▼ Inspections
 - ▶ Inspections Pending
 - ▶ Inspections Completed

Entity	Feedback Given	Objection	Condition	Deadline	Reviewed By	Commands
GO	<input type="checkbox"/>	<input type="checkbox"/>	No Feedback Given	13-04-2011		View Diagram
Kunsill Lokali Attard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	i object	13-04-2011	Thomas Debono	View Diagram
Water Services	<input type="checkbox"/>	<input type="checkbox"/>	No Feedback Given	13-04-2011		View Diagram
WasteServ	<input type="checkbox"/>	<input type="checkbox"/>	No Feedback Given	13-04-2011		View Diagram

The feedback of each entity that must provide feedback is shown on the above form. Any diagrams which have been attached may be viewed y clicking on the **View Diagram** button.

3.5 Permits Pending Feedback Review

This screen is only accessible to NID Users since it shows those permits for which the feedback deadline has passed or for which feedback has been provided by all the entities:



Transport Malta
 Signed In As: Mark.Abelo

Road Permit System
[Sign Out](#)

- ▼ Maintenance
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 - ▶ Create Permit
 - ▶ New Permits
 - ▶ Permits Pending Feedback
 - ▶ All Permits Pending Feedback
 - ▶ **Permits Pending Feedback Review**
 - ▶ Permits Issued but Not Valid
 - ▶ Permits Licenses
 - ▶ Permits Created
 - ▶ Permit Reports
- ▼ Inspections
 - ▶ Inspections Pending
 - ▶ Inspections Completed

Permit Ref	Creator	Permit Date	Status	Project Owner	Contractor	Applicant	Requested Start	Requested Duration	Deadline	Commands
RWP1-0024/10	Mark.Abelo	25-05-2010	VALID	Kunsill Lokali Attard Ac Joint Venture	Charles Attard	05-05-2010	5		24-07-2010	Response Review
RWP1-0025/10	Mark.Abelo	25-05-2010	VALID	Kunsill Lokali Attard Ac Joint Venture	Charles Attard	20-05-2010	3		24-07-2010	Response Review
RWP1-0026/10	Mark.Abelo	25-05-2010	VALID	Kunsill Lokali Attard Ac Joint Venture	Charles Attard	05-05-2010	4		24-07-2010	Response Review
RWP1-0027/10	Mark.Abelo	25-05-2010	VALID	Kunsill Lokali Attard Polidano Bros	Joe Borg	14-05-2010	4		24-07-2010	Response Review
RWP1-0028/10	Mark.Abelo	25-05-2010	VALID	Kunsill Lokali Attard Ac Joint Venture	Charles Attard	15-05-2010	2		24-07-2010	Response Review
RWP1-0029/10	Mark.Abelo	25-05-2010	VALID	Kunsill Lokali Attard Ac Joint Venture	Charles Attard	14-05-2010	3		24-07-2010	Response Review

To review the permit and the feedback, click on the **Response Review** button. This will bring up the Response Review form which allows you to review the permit application along with the feedback that has been provided by the approving entities.

You may then set the Actual Start Date and Duration of the permit and add any particular conditions that will be added to the permit. To issue the permit select ACCEPT from the Action drop down list. Selecting DO NOT ACCEPT will invalidate the permit permanently. Finally click the **Save** button.



Transport Malta

Signed In As: Mark.Abelo

Road Permit System

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 - ▶ Standard Conditions
 - ▶ Works Definitions
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- ▼ Trenching Permits
 - ▶ Create Permit
 - ▶ New Permits
 - ▶ Permits Pending Feedback
 - ▶ All Permits Pending Feedback Review
 - ▶ Permits Issued but Not Valid
 - ▶ Permits Licenses
 - ▶ Permits Created
 - ▶ Permit Reports
- ▼ Inspections
 - ▶ Inspections Pending
 - ▶ Inspections Completed

Permit Reference: RWP1-0032/10 Creator: Mark.Abelo Permit Date: 25 May 2010

Contractor Details: Project Owner: Agency: Insurance Details: Details...

Contractor: Policy No: Details...

Applicant: Valid From: Valid To: Details...

Work Details:

Locality	Street	Length	Width	Depth	Remarks	House Details
ATTARD	SAN GWANN	2.00	2.00	2.00		

[View Site Plan](#)

MEPA Permit: Technical Review:

Requested Start Date: Request Duration: Actual Start Date: Actual Duration: End Date:

Entity	Feedback Given	Objection	Condition	Deadline	Reviewed By	Commands
Kunsill Lokali Swieqi	<input type="checkbox"/>	<input type="checkbox"/>	No Feedback Given	10-06-2010		View Diagram
GO	<input type="checkbox"/>	<input type="checkbox"/>	No Feedback Given	10-06-2010		View Diagram
Kunsill Lokali Attard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Objection	10-06-2010	Thomas Debono	View Diagram
Water Services	<input type="checkbox"/>	<input type="checkbox"/>	No Feedback Given	10-06-2010		View Diagram
WasteServ	<input type="checkbox"/>	<input type="checkbox"/>	No Feedback Given	10-06-2010		View Diagram

Roads Action: Action: Inspector:

Particular Conditions:

[Back](#) [Save](#)

The above screenshot shows a permit being issued. You also have the option of issuing the permit with a contractor that is **Not Valid For Works**:



Transport Malta

Signed In As: Mark.Abelo

Road Permit System

[Sign Out](#)

- ▼ Maintenance
 - ▶ User Profile
 - ▶ Contractors
 - ▶ Stakeholders
 - ▶ Insurance Agencies
 - ▶ Standard Conditions
 - ▶ Works Definitions
 - ▶ Roads Inspectors
- ▼ Trenching Permits
 - ▶ Create Permit
 - ▶ New Permits
 - ▶ Permits Pending Feedback
 - ▶ All Permits Pending Feedback Review
 - ▶ Permits Issued but Not Valid
 - ▶ Permits Licenses
 - ▶ Permits Created
 - ▶ Permit Reports
- ▼ Inspections
 - ▶ Inspections Pending
 - ▶ Inspections Completed

Permit Reference: RWP1-0032/10 Creator: Mark.Abelo Permit Date: 25 May 2010

Contractor Details: Project Owner: Agency: Insurance Details: Details...

Contractor: Policy No: Details...

Applicant: Valid From: Valid To: Details...

Work Details:

Locality	Street	Length	Width	Depth	Remarks	House Details
ATTARD	SAN GWANN	2.00	2.00	2.00		

[View Site Plan](#)

MEPA Permit: Technical Review:

Requested Start Date: Request Duration: Actual Start Date: Actual Duration: End Date:

Entity	Feedback Given	Objection	Condition	Deadline	Reviewed By	Commands
Kunsill Lokali Swieqi	<input type="checkbox"/>	<input type="checkbox"/>	No Feedback Given	10-06-2010		View Diagram
GO	<input type="checkbox"/>	<input type="checkbox"/>	No Feedback Given	10-06-2010		View Diagram
Kunsill Lokali Attard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Objection	10-06-2010	Thomas Debono	View Diagram
Water Services	<input type="checkbox"/>	<input type="checkbox"/>	No Feedback Given	10-06-2010		View Diagram
WasteServ	<input type="checkbox"/>	<input type="checkbox"/>	No Feedback Given	10-06-2010		View Diagram

Roads Action: Action: Inspector:


Particular Conditions:

[Back](#) [Save](#)

Once this permit above is issued it may be printed but on the print out it will state clearly that the permit is not valid for works. You will need to change the contractor to a valid for works contractor for the permit to be considered valid for works.

3.6 Permits Issued But Not Valid

This menu is only accessible to the administrator since it shows the list of permits that have been issued with a contractor that is not valid for works:



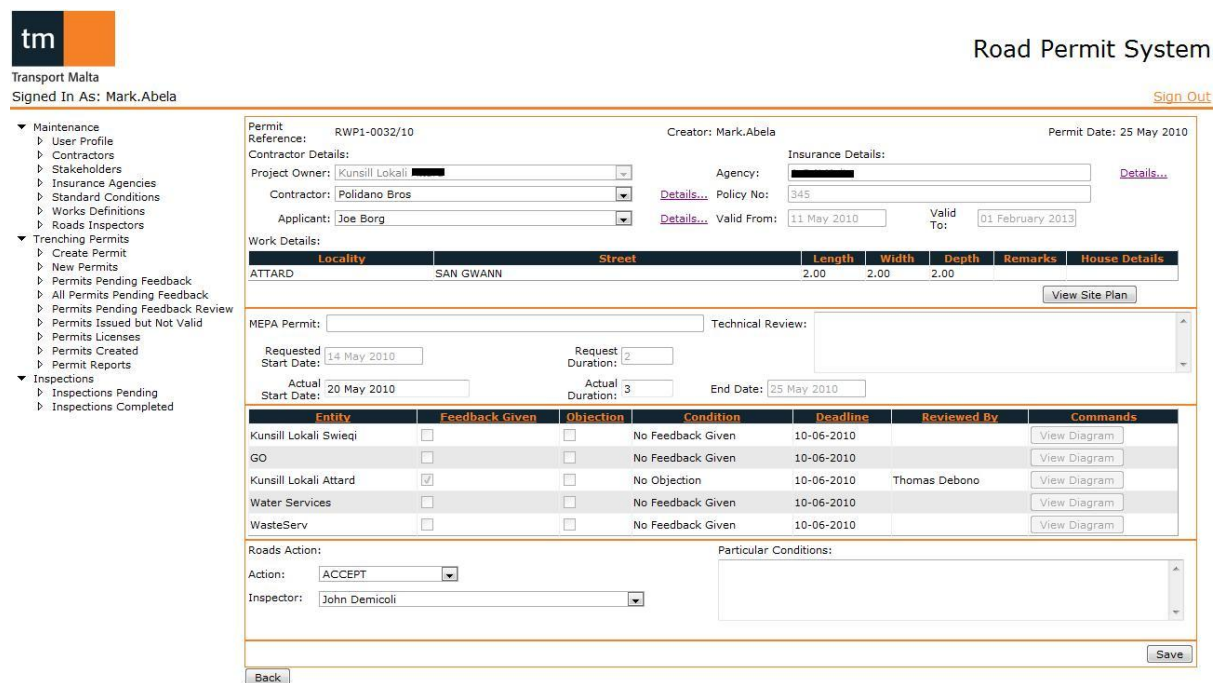
tm
Transport Malta
Signed In As: Mark.Abela

Road Permit System
Sign Out

- ▼ Maintenance
 - ▶ User Profile
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 - ▶ Insurance Agencies
 - ▶ Standard Conditions
 - ▶ Works Definitions
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 - ▶ Create Permit
 - ▶ New Permits
 - ▶ Permits Pending Feedback
 - ▶ All Permits Pending Feedback
 - ▶ Permits Pending Feedback Review
 - ▶ **Permits Issued but Not Valid**
 - ▶ Permits Licenses
 - ▶ Permits Created
 - ▶ Permit Reports
- ▼ Inspections
 - ▶ Inspections Pending
 - ▶ Inspections Completed

Permit Ref	Creator	Permit Date	Status	Project Owner	Contractor	Applicant	Requested Start	Requested Duration	Commands
RWP1-0032/10	Mark.Abela	25-05-2010	ISSUED - NOT VALID FOR WORKS	Kunsill Lokali Attard	None	None	14-05-2010	2	Review Contractor...

To make the permit valid for works you must click the Review Contractor button. This will show the Response Review form enabling you to change the contractor to one that is valid for works:



tm
Transport Malta
Signed In As: Mark.Abela

Road Permit System
Sign Out

Permit Reference: RWP1-0032/10
Creator: Mark.Abela
Permit Date: 25 May 2010

Contractor Details:
Project Owner: Kunsill Lokali
Contractor: Polidano Bros
Applicant: Joe Borg

Insurance Details:
Agency: [Redacted]
Policy No: 345
Valid From: 11 May 2010
Valid To: 01 February 2013

Work Details:
Locality: ATTARD
Street: SAN GWANN
Length: 2.00
Width: 2.00
Depth: 2.00
Remarks: [Redacted]
House Details: [Redacted]

MEPA Permit: [Redacted]
Technical Review: [Redacted]

Requested Start Date: 14 May 2010
Request Duration: 2
Actual Start Date: 20 May 2010
Actual Duration: 3
End Date: 25 May 2010

Entity	Feedback Given	Objection	Condition	Deadline	Reviewed By	Commands
Kunsill Lokali Swieqi	<input type="checkbox"/>	<input type="checkbox"/>	No Feedback Given	10-06-2010		View Diagram
GO	<input type="checkbox"/>	<input type="checkbox"/>	No Feedback Given	10-06-2010		View Diagram
Kunsill Lokali Attard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Objection	10-06-2010	Thomas Debono	View Diagram
Water Services	<input type="checkbox"/>	<input type="checkbox"/>	No Feedback Given	10-06-2010		View Diagram
WasteServ	<input type="checkbox"/>	<input type="checkbox"/>	No Feedback Given	10-06-2010		View Diagram

Roads Action:
Action: ACCEPT
Inspector: John Demicoli

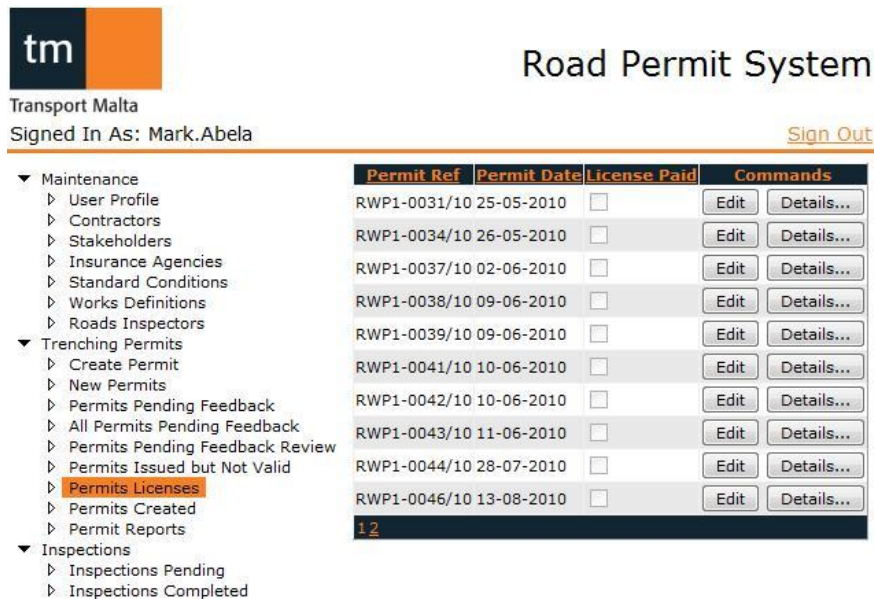
Particular Conditions:
[Redacted]

Back Save

Note that once you click the Save button with a contractor that is valid for works, the permit printout will not state that the permit is not valid for works and works may commence. The permit will also be moved to the Inspections stage.

3.7 Permits Licenses

This menu is only accessible to those users that are Council Users since it shows the list of issued permits which do not have the license paid:



tm Transport Malta
Signed In As: Mark.Abela [Sign Out](#)

- ▼ Maintenance
 - ▶ User Profile
 - ▶ Contractors
 - ▶ Stakeholders
 - ▶ Insurance Agencies
 - ▶ Standard Conditions
 - ▶ Works Definitions
 - ▶ Roads Inspectors
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 - ▶ Permits Pending Feedback
 - ▶ All Permits Pending Feedback
 - ▶ Permits Pending Feedback Review
 - ▶ Permits Issued but Not Valid
 - ▶ **Permits Licenses**
 - ▶ Permits Created
 - ▶ Permit Reports
- ▼ Inspections
 - ▶ Inspections Pending
 - ▶ Inspections Completed

Permit Ref	Permit Date	License Paid	Commands
RWP1-0031/10	25-05-2010	<input type="checkbox"/>	Edit Details...
RWP1-0034/10	26-05-2010	<input type="checkbox"/>	Edit Details...
RWP1-0037/10	02-06-2010	<input type="checkbox"/>	Edit Details...
RWP1-0038/10	09-06-2010	<input type="checkbox"/>	Edit Details...
RWP1-0039/10	09-06-2010	<input type="checkbox"/>	Edit Details...
RWP1-0041/10	10-06-2010	<input type="checkbox"/>	Edit Details...
RWP1-0042/10	10-06-2010	<input type="checkbox"/>	Edit Details...
RWP1-0043/10	11-06-2010	<input type="checkbox"/>	Edit Details...
RWP1-0044/10	28-07-2010	<input type="checkbox"/>	Edit Details...
RWP1-0046/10	13-08-2010	<input type="checkbox"/>	Edit Details...

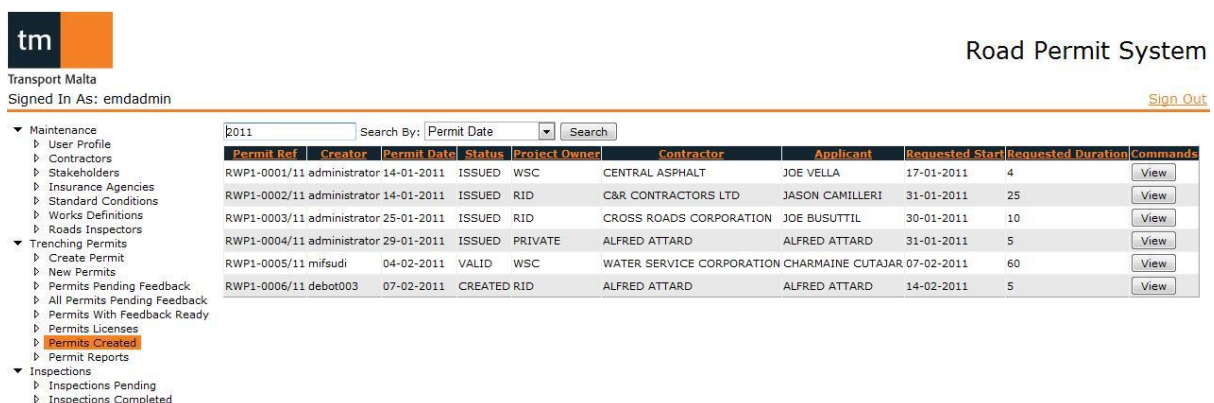
12

If you are a **Council User** and you are an Application User of a local council you will be able to see the permits that are related to the local council that you are an Application User of.

Once you receive the license fee, from this screen click the **Edit** button near the permit required and tick the **License Paid** check box and click the **Update** button. Once you have ticked this box and update the permit will not show up any longer in this list. Clicking the **Details...** button will show the details of the permit.

3.8 Permits Created

This screen is accessible to any user in the system and it shows a list of all the permits that have been created in the system:



tm Transport Malta
Signed In As: emdadmin [Sign Out](#)

- ▼ Maintenance
 - ▶ User Profile
 - ▶ Contractors
 - ▶ Stakeholders
 - ▶ Insurance Agencies
 - ▶ Standard Conditions
 - ▶ Works Definitions
 - ▶ Roads Inspectors
- ▼ Trenching Permits
 - ▶ Create Permit
 - ▶ New Permits
 - ▶ Permits Pending Feedback
 - ▶ All Permits Pending Feedback
 - ▶ Permits With Feedback Ready
 - ▶ Permits Licenses
 - ▶ **Permits Created**
 - ▶ Permit Reports
- ▼ Inspections
 - ▶ Inspections Pending
 - ▶ Inspections Completed

2011 Search By: Permit Date Search

Permit Ref	Creator	Permit Date	Status	Project Owner	Contractor	Applicant	Requested Start	Requested Duration	Commands
RWP1-0001/11	administrator	14-01-2011	ISSUED	WSC	CENTRAL ASPHALT	JOE VELLA	17-01-2011	4	View
RWP1-0002/11	administrator	14-01-2011	ISSUED	RID	C&R CONTRACTORS LTD	JASON CAMILLERI	31-01-2011	25	View
RWP1-0003/11	administrator	25-01-2011	ISSUED	RID	CROSS ROADS CORPORATION	JOE BUSUTTIL	30-01-2011	10	View
RWP1-0004/11	administrator	29-01-2011	ISSUED	PRIVATE	ALFRED ATTARD	ALFRED ATTARD	31-01-2011	5	View
RWP1-0005/11	mifsudi	04-02-2011	VALID	WSC	WATER SERVICE CORPORATION	CHARMAINE CUTAJAR	07-02-2011	60	View
RWP1-0006/11	debot003	07-02-2011	CREATED	RID	ALFRED ATTARD	ALFRED ATTARD	14-02-2011	5	View

The list is searchable using any of the following fields:

- Permit Reference
- Creator
- Permit Date
- Status
- Project Owner
- Contractor
- Applicant
- Requested Start Date
- Requested Duration

To view all the details of a permit, click on the **View** button:

The screenshot displays the 'Road Permit System' interface. On the left is a navigation menu with categories like Maintenance, Trenching Permits, and Inspections. The main area shows the details for permit RWP1-0003/11, created by 'administrator' on 'Tuesday, January 25, 2011'. It includes fields for Project Owner (RID), Contractor (CROSS ROADS CORPORATION), and Applicant (JOE BUSUTTIL). A table lists work details for 'ATTARD' at 'A. CARUANA GATTO' with a length of 100.00, width of 5.00, and depth of 1.00. Below this, there are sections for Permit Details (MEPA Permit, Actual Start Date, Actual Duration, End Date), Works Definitions (WATER MAIN), Roads Conditions (Legal Notice 29/2010 PART VI ROAD WORKS, etc.), and Particular Conditions. At the bottom right are buttons for 'Permit Inspections' and 'Print Permit'.

tm
Transport Malta
Signed In As: emdadmin

Road Permit System
[Sign Out](#)

Permit Ref: RWP1-0003/11 Creator: administrator Status: ISSUED Permit Date: Tuesday, January 25, 2011

Contractor Details:
Project Owner: Agency:
Contractor: Policy No:
Applicant: Valid From: Valid To:

Work Details:

Locality	Street	Length	Width	Depth	Remarks	House Details
ATTARD	A. CARUANA GATTO	100.00	5.00	1.00		

Permit Details:
MEPA Permit:
Actual Start Date: Actual Duration: End Date:

Local Council: [View Site Plan](#)

Works Definitions:

Works Definition
<input type="text" value="WATER MAIN"/>

Roads Conditions:

Roads Condition
<input type="text" value="Legal Notice 29/2010 PART VI ROAD WORKS"/>
<input type="text" value="Legal Notice 29/2010 PART VII OTHER PROVISIONS"/>
<input type="text" value="Legal Notice 29/2010 TRAFFIC MANAGEMENT A - WORKS ON ALL ROADS NOT AFF"/>
<input type="text" value="Legal Notice 29/2010 TRAFFIC MANAGEMENT B - WORKS ON CARRIAGEWAY ON A"/>

Particular Conditions:

[Back](#) [Permit Inspections](#) [Print Permit](#)

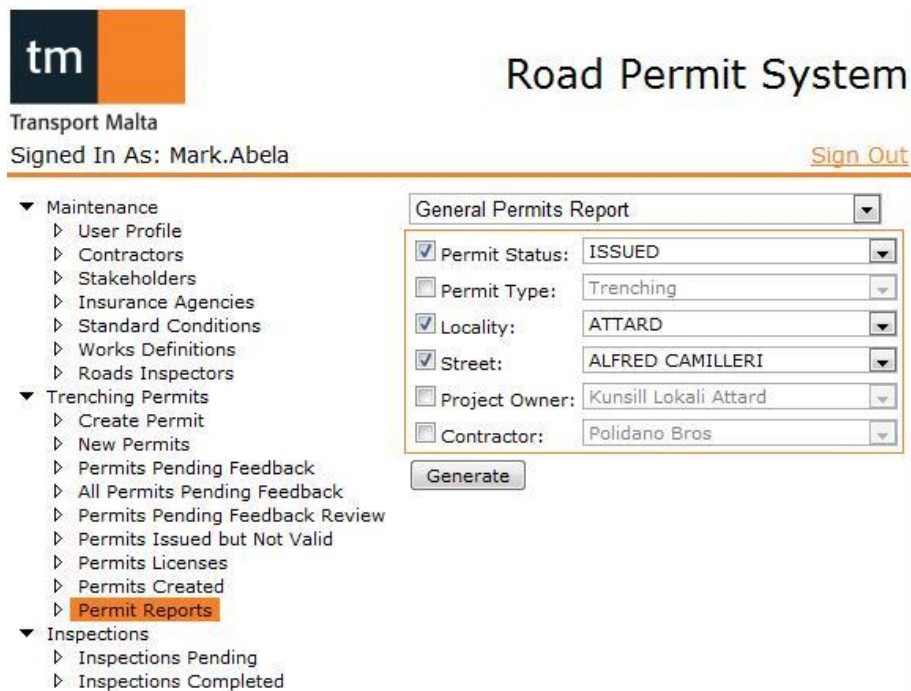
The above form shows a static representation of the permit. Therefore no details may be changed from this screen. However if the permit has been issued, as is the case in the above screenshot, the permit may be printed using the **Print Permit** button or the Inspections of the permit may be viewed by clicking the **Permit Inspections** button.

Note that if the site plan attached to the permit is a PDF file it will not be printed with the report. Instead a warning will be displayed stating that you will need to print the site plan separately. To print the site plan separately, click on the **View Site Plan** button and the site plan will be shown in a new window. From this window you may print the site plan and attach it to the permit print out if required.

All the feedback of the permit may be viewed on the screen above along with the Works Definitions, Road conditions and Particular Conditions.

3.9 Permit Reports

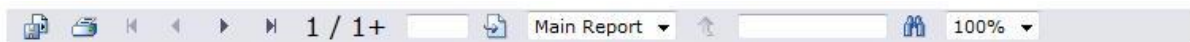
This menu shows a list of reports that are only accessible to NID Users:



The screenshot shows the 'Road Permit System' interface. On the left is a navigation menu with categories: Maintenance, Trenching Permits, and Inspections. Under 'Permit Reports' is highlighted. On the right is a form titled 'General Permits Report' with a dropdown menu. The form contains several fields with checkboxes and dropdown menus: Permit Status (ISSUED), Permit Type (Trenching), Locality (ATTARD), Street (ALFRED CAMILLERI), Project Owner (Kunsill Lokali Attard), and Contractor (Polidano Bros). A 'Generate' button is at the bottom of the form.

Various Reports may be viewed by selecting the required report from the drop down list, filling in the required parameters and clicking on the **Generate** button.

All reports (including the Permit Printout) will open in a new window in your browser and will have the following toolbar at the top of the report:



The first button is the **Export** button and is used to export your report to various formats. Simply click the button, select the format to export to and the number of pages and click **OK**. The second button is the **Print** button used to print your report.

4 Inspections Section

4.1 Inspections Pending

This menu is only accessible to users with the Inspections User role. It shows all the permits that are in the inspections stage:

Permit Ref	Permit Type	Date Initiated	Next Inspection	Permit Status	Needs Compliance	Compliance Sent	Date Sent	Compliance Received	Date Received	Works Compliant	Commands
RWP1-0007/10	Trenching	20-04-2010	23-04-2010	COMPLIANT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	27-05-2010	<input checked="" type="checkbox"/>	27-05-2010	<input checked="" type="checkbox"/>	Edit
RWP1-0009/10	Trenching	16-04-2010	29-04-2010	COMPLIANT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	27-05-2010	<input checked="" type="checkbox"/>	27-05-2010	<input checked="" type="checkbox"/>	Edit
RWP1-0019/10	Trenching	17-05-2010	25-05-2010	COMPLETED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02-02-2011	<input type="checkbox"/>		<input type="checkbox"/>	Edit
RWP1-0020/10	Trenching	17-05-2010	30-05-2010	COMPLETED	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Edit
RWP1-0021/10	Trenching	17-05-2010	30-05-2010	COMPLETED	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Edit
RWP1-0022/10	Trenching	17-05-2010	14-10-2010	ISSUED	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Edit
RWP1-0031/10	Trenching	09-08-2010	23-10-2010	ISSUED	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Edit
RWP1-0034/10	Trenching	09-08-2010	09-10-2010	ISSUED	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Edit
RWP1-0037/10	Trenching	02-06-2010	10-06-2010	ISSUED	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Edit
RWP1-0038/10	Trenching	09-06-2010	11-06-2010	ISSUED	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Edit
RWP1-0039/10	Trenching	09-06-2010	24-06-2010	ISSUED	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Edit
RWP1-0041/10	Trenching	14-10-2010		ISSUED	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Edit

When a permit has been issued and is valid for works it will show up in the list above. To edit the inspections of a permit, click on the **Edit** button.

4.1.1 Edit Inspection

This screen above is used by the administrator to edit information about the inspections. The administrator must set a **Next Inspection** date and click the **Save** button. This will inform the **Field Officer** selected in the drop down list of the next inspection date.

If it is required an extension may be granted by ticking the **Extension needed** checkbox. You will need to provide the extension start and end dates. Click **Save** to save the extension and the system will automatically send notifications by email to inform the project owner about the extension.

4.1.2 Works in Progress Reports

If you need to fill in a Works in Progress report then click on the **View WIP Reports** button. This will show all the Works in Progress reports that are associated with the permit:

tm Transport Malta
Signed In As: Mark.Abelo

Road Permit System [Sign Out](#)

Permit Reference: RWP1-0009/10 Date Initiated: 16 April 2010

WIP No	Date	Defects Found	Contractor Informed	Warning Needed	Warning Sent	Action Taken	Action	Commands
1	20-04-2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		View
2	20-04-2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		View
3	26-05-2010	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		View
4	26-05-2010	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	action was taken accordingly	View
5	26-05-2010	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Defects fixed	View
6	26-05-2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		View
7	26-05-2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		View

[Back](#) [Fill in new WIP report](#)

- Maintenance
 - User Profile
 - Contractors
 - Stakeholders
 - Insurance Agencies
 - Standard Conditions
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 - Roads Inspectors
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 - Permits Pending Feedback Review
 - Permits Issued but Not Valid
 - Permits Licenses
 - Permits Created
 - Permit Reports
- Inspections
 - Inspections Pending
 - Inspections Completed

To view a previously entered WIP report click on the **View** button. To fill in a new WIP report click on the **Fill in New WIP Report** button. This will open up the WIP report screen:

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Road Permit System [Sign Out](#)

Permit Reference: RWP1-0022/10 Permit Type: Trenching Date Initiated: 17 May 2010

Inspection WIP No: 1

Locality	Street	Length	Width	Depth	Remarks	House Details
ATTARD	SAN GWANN	1.00	1.00	2.00		

Project Owner: Contractor:

Work Status: ☐ Road Excavation ☐ Laying of Services ☐ Compaction ☐ ReInstatement

Acceptable:

Traffic Signs: <input type="text" value="N/A"/>	Site Signs: <input type="text" value="N/A"/>	Cleanliness: <input type="text" value="N/A"/>	Excavation: <input type="text" value="N/A"/>
Pedestrian Security: <input type="text" value="N/A"/>	Flashers: <input type="text" value="N/A"/>	RotarySaw: <input type="text" value="N/A"/>	Removal of Kerb: <input type="text" value="N/A"/>
Barriers: <input type="text" value="N/A"/>	Hoarding: <input type="text" value="N/A"/>	Obstruction: <input type="text" value="N/A"/>	ReInstatement: <input type="text" value="N/A"/>
Approach Signs: <input type="text" value="N/A"/>	Traffic Control: <input type="text" value="N/A"/>	Compaction: <input type="text" value="N/A"/>	

☐ Defects Found

Comments:

Field Officer:

Photos: [Browse...](#) [Browse...](#) [Browse...](#) [Browse...](#)

[Back](#) [Insert Report](#)

- Maintenance
 - User Profile
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 - Stakeholders
 - Insurance Agencies
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 - Permits Pending Feedback Review
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If any defects were found tick the Defects checkbox. You can then tick the required boxes if the contractor has been informed of defects or action has been taken. If you require a written warning to be sent tick the **Written Warning** checkbox. This will send a notification email to the administrator informing him that a written warning needs to be sent.

Five photos may be attached to the report of necessary. Click **Insert Report** to save the report.



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Road Permit System

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 Permits Pending Feedback Review
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 Inspections Completed

Permit Reference: RWP1-0022/10
 Inspection WIP No: 1
 Permit Type: Trenching
 Date Initiated: 17 May 2010

Locality	Street	Length	Width	Depth	Remarks	House Details
ATTARD	SAN GWANN	1.00	1.00	2.00		

Project Owner: Kunsill Lokali Attard
 Contractor: Ac Joint Venture

Work Status:
☐ Road Excavation
☐ Laying of Services
☐ Compaction
☐ ReInstatement

Acceptable:
 Traffic Signs: Acceptable
 Site Signs: Not Acceptable
 Cleanliness: N/A
 Excavation: N/A
 Pedestrian Security: Acceptable
 Flashers: Not Acceptable
 RotarySaw: N/A
 Removal of Kerb: Not Acceptable
 Barriers: Acceptable
 Hoarding: Acceptable
 Obstruction: N/A
 ReInstatement: N/A
 Approach Signs: Not Acceptable
 Traffic Control: N/A
 Compaction: N/A

☒ Defects Found
☒ Contractor Informed
☒ Written Warning
☐ Warning Sent
 Comments: Not acceptable

☐ Action Taken

Field Officer: Gordon Zammit

Photos:
 C:\Users\Mark.Abelo\Desktop\Works.tif
 Browse...
 Browse...
 Browse...
 Browse...

Back Insert Report

Note that if you insert a WIP report with the **Defects Found** check box ticked then the permit's status will be set to TEMPORARY RE-INSTATEMENT and you will not be able to file a Works Completion report until a new WIP report is entered with no defects found.

If you are an administrator and you need to send the warning email then find the WIP report requiring the email and open it. The screen will show a textbox for you to type the required email. Click **Send** to send the email to the contractor:



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Road Permit System

[Sign Out](#)

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 Permits Pending Feedback Review
 Permits Issued but Not Valid
 Permits Licenses
 Permits Created
 Permit Reports
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 Inspections Pending
 Inspections Completed

Permit Reference: RWP1-0022/10
 Inspection WIP No: 1
 Permit Type: Trenching
 Date Initiated: 17 May 2010

Locality	Street	Length	Width	Depth	Remarks	House Details
ATTARD	SAN GWANN	1.00	1.00	2.00		

Project Owner: Kunsill Lokali Attard
 Contractor: Ac Joint Venture

Work Status:
☐ Road Excavation
☐ Laying of Services
☐ Compaction
☐ ReInstatement

Acceptable:
 Traffic Signs: Acceptable
 Site Signs: Not Acceptable
 Cleanliness: N/A
 Excavation: N/A
 Pedestrian Security: Acceptable
 Flashers: Not Acceptable
 RotarySaw: N/A
 Removal of Kerb: Not Acceptable
 Barriers: Acceptable
 Hoarding: Acceptable
 Obstruction: N/A
 ReInstatement: N/A
 Approach Signs: Not Acceptable
 Traffic Control: N/A
 Compaction: N/A

☒ Defects Found
☒ Contractor Informed
☒ Written Warning
☐ Warning Sent
 Comments: Not acceptable

☐ Action Taken

Field Officer: Gordon Zammit

Warning Email:
 Please note that there are defects in the works done for permit RWP1-0022/10

Send


Photos:
 Photo 1 Photo 2 Photo 3 Photo 4 Photo 5

Back Print Report

The WIP form above is editable since it has already been filled in but you will be able to print the report by clicking on the **Print Report** button.

4.1.3 Works Completion Reports

When the works have been completed a Works Completion Report must be filled in. This can be accessed by clicking the **Works Completion Form** button in the Edit Inspection screen. The following form will be displayed:



Transport Malta
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Road Permit System

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 - ▶ Stakeholders
 - ▶ Insurance Agencies
 - ▶ Standard Conditions
 - ▶ Works Definitions
 - ▶ Roads Inspectors
- ▼ Trenching Permits
 - ▶ Create Permit
 - ▶ New Permits
 - ▶ Permits Pending Feedback
 - ▶ All Permits Pending Feedback
 - ▶ Permits Pending Feedback Review
 - ▶ Permits Issued but Not Valid
 - ▶ Permits Licenses
 - ▶ Permits Created
 - ▶ Permit Reports
- ▼ Inspections
 - ▶ Inspections Pending
 - ▶ Inspections Completed

Permit Reference: RWP1-0022/10
Permit Type: Trenching
Date: 17 May 2010

Locality	Street	Length	Width	Depth	Remarks	House Details
ATTARD	SAN GWANN	1.00	1.00	2.00		

Project Owner: Kunsill Lokali Attard
Contractor: Ac Joint Venture

Acceptable:

Edge Cutting: Acceptable

Footpaths Reinstatement: N/A

Cleanliness: N/A

Structure of Trench: N/A

Sealing Joints: Acceptable

Road Markings: N/A

Road Signage: N/A

Areas Reinstatement: N/A

Manholes: Acceptable


Comments: Works are acceptable and completed

Field Officer: John Demicoli

Photos:

Fill in the required details and attach any photos if necessary. Click the **Insert Report** button to file the works completion report. The permit's status will now be COMPLETED.

Once a works completion report is filled in you can view this report but the form will not be editable. However you will be able to print the report by clicking on the **Print Report** button.



Transport Malta
Signed In As: Mark.Abelo

Road Permit System

[Sign Out](#)

- ▼ Maintenance
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 - ▶ Standard Conditions
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 - ▶ Roads Inspectors
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 - ▶ Permits Pending Feedback
 - ▶ All Permits Pending Feedback
 - ▶ Permits Pending Feedback Review
 - ▶ Permits Issued but Not Valid
 - ▶ Permits Licenses
 - ▶ Permits Created
 - ▶ Permit Reports
- ▼ Inspections
 - ▶ Inspections Pending
 - ▶ Inspections Completed

Permit Reference: RWP1-0022/10
Permit Type: Trenching
Date: 17 May 2010

Locality	Street	Length	Width	Depth	Remarks	House Details
ATTARD	SAN GWANN	1.00	1.00	2.00		

Project Owner: Kunsill Lokali Attard
Contractor: Ac Joint Venture

Acceptable:

Edge Cutting: Acceptable

Footpaths Reinstatement: N/A

Cleanliness: N/A

Structure of Trench: N/A

Sealing Joints: Acceptable

Road Markings: N/A

Road Signage: N/A

Areas Reinstatement: N/A

Manholes: Acceptable


Comments: Works are acceptable and completed

Field Officer: John Demicoli

Photos:

4.1.4 Compliance Reports

If a permit has been sent to the compliance stage you may tick the **Compliance Sent** check box to indicate that you have sent for the compliance certificate.



Transport Malta
Signed In As: Mark.Abela

Road Permit System

[Sign Out](#)

- ▼ Maintenance
 - ▶ User Profile
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 - ▶ Permits Pending Feedback Review
 - ▶ Permits Issued but Not Valid
 - ▶ Permits Licenses
 - ▶ Permits Created
 - ▶ Permit Reports
- ▼ Inspections
 - ▶ Inspections Pending
 - ▶ Inspections Completed

Permit Reference: RWP1-0022/10
Permit Type: Trenching
Permit Status: COMPLETED
Date Initiated: 17 May 2010

Locality	Street	Length	Width	Depth	Remarks	House Details
ATTARD	SAN GWANN	1.00	1.00	2.00		

Inspection Details:

Project Owner:

Area: C

Start Date: End Date:

Extension needed: ☒ Extension Number:

Extension Start: Extension End:

☒ Works Completed Completion Date:

Field Officer: John Demicoli

Permit Remarks:

PO Engineer:

Work Status: Road Excavation

Permit on Hold: ☐

Next Inspection:

☒ Compliance Needed

☒ Works Compliant

☒ Compliance Sent


Sent on:

☐ Compliance Received

Received on:

[View all Inspections](#)
[Works Completion Form](#)
[Compliance Inspection Reports](#)
[View WIP Reports](#)
[View Permit](#)
[Save](#)

Once the compliance certificate has been received and is verified as compliant you may tick the Compliance Received check box and the **Works Compliant** check box:



Transport Malta
Signed In As: Mark.Abela

Road Permit System

[Sign Out](#)

- ▼ Maintenance
 - ▶ User Profile
 - ▶ Contractors
 - ▶ Stakeholders
 - ▶ Insurance Agencies
 - ▶ Standard Conditions
 - ▶ Works Definitions
 - ▶ Roads Inspectors
- ▼ Trenching Permits
 - ▶ Create Permit
 - ▶ New Permits
 - ▶ Permits Pending Feedback
 - ▶ All Permits Pending Feedback
 - ▶ Permits Pending Feedback Review
 - ▶ Permits Issued but Not Valid
 - ▶ Permits Licenses
 - ▶ Permits Created
 - ▶ Permit Reports
- ▼ Inspections
 - ▶ Inspections Pending
 - ▶ Inspections Completed

Permit Reference: RWP1-0022/10
Permit Type: Trenching
Permit Status: COMPLETED
Date Initiated: 17 May 2010

Locality	Street	Length	Width	Depth	Remarks	House Details
ATTARD	SAN GWANN	1.00	1.00	2.00		

Inspection Details:

Project Owner:

Area: C

Start Date: End Date:

Extension needed: ☒ Extension Number:

Extension Start: Extension End:

☒ Works Completed Completion Date:

Field Officer: John Demicoli

Permit Remarks:

PO Engineer:

Work Status: Road Excavation

Permit on Hold: ☐

Next Inspection:

☒ Compliance Needed

☒ Works Compliant

☒ Compliance Sent


Sent on:

☒ Compliance Received

Received on:

[View all Inspections](#)
[Works Completion Form](#)
[Compliance Inspection Reports](#)
[View WIP Reports](#)
[View Permit](#)
[Save](#)

Once this is done and you click the **Save** button, the compliance inspections will be scheduled. One will be scheduled immediately and the next four will be scheduled over the next two years.



Transport Malta
Signed In As: Mark.Abela

Road Permit System

[Sign Out](#)

- ▼ Maintenance
 - ▶ User Profile
 - ▶ Contractors
 - ▶ Stakeholders
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 - ▶ Standard Conditions
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 - ▶ New Permits
 - ▶ Permits Pending Feedback
 - ▶ All Permits Pending Feedback
 - ▶ Permits Pending Feedback Review
 - ▶ Permits Issued but Not Valid
 - ▶ Permits Licenses
 - ▶ Permits Created
 - ▶ Permit Reports
- ▼ Inspections
 - ▶ Inspections Pending
 - ▶ Inspections Completed

Permit Reference: RWP1-0022/10
Permit Type: Trenching
Permit Status: COMPLIANT
Date Initiated: 17 May 2010

Locality	Street	Length	Width	Depth	Remarks	House Details
ATTARD	SAN GWANN	1.00	1.00	2.00		

Inspection Details:

Project Owner:

Area: C

Start Date: End Date:

Extension needed: ☒ Extension Number:

Extension Start: Extension End:

☒ Works Completed Completion Date:

Field Officer: John Demicoli

Permit Remarks:

PO Engineer:

Work Status: Road Excavation

Permit on Hold: ☐

Next Inspection:

☒ Compliance Needed

☒ Works Compliant

☒ Compliance Sent


Sent on:

☒ Compliance Received

Received on:

[View all Inspections](#)
[Works Completion Form](#)
[Compliance Inspection Reports](#)
[View WIP Reports](#)
[View Permit](#)
[Save](#)

Only users with the Compliance User role can fill in compliance reports, by clicking on the **Compliance Inspection Reports** button which is now enabled in the screenshot above. The 5 compliance reports for the permit will be displayed:



Transport Malta
Signed In As: Mark.Abelo

- ▼ Maintenance
 - ▶ User Profile
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 - ▶ New Permits
 - ▶ Permits Pending Feedback
 - ▶ All Permits Pending Feedback
 - ▶ Permits Pending Feedback Review
 - ▶ Permits Issued but Not Valid
 - ▶ Permits Licenses
 - ▶ Permits Created
 - ▶ Permit Reports
- ▼ Inspections
 - ▶ Inspections Pending
 - ▶ Inspections Completed


Road Permit System [Sign Out](#)

Permit Reference: RWP1-0022/10
Date Initiated: 17 May 2010

Scheduled Date	Date Filled In	Filled In	Defects Found	PO Informed	Works Rectified	Works Accepted	Commands
11-02-2011		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
12-08-2011		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
10-02-2012		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
10-08-2012		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
08-02-2013		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit

[Back](#)

If the scheduled date of the compliance inspection has passed you may fill in the compliance report by clicking on the **Edit** button:



Transport Malta
Signed In As: Mark.Abelo

- ▼ Maintenance
 - ▶ User Profile
 - ▶ Contractors
 - ▶ Stakeholders
 - ▶ Insurance Agencies
 - ▶ Standard Conditions
 - ▶ Works Definitions
 - ▶ Roads Inspectors
- ▼ Trenching Permits
 - ▶ Create Permit
 - ▶ New Permits
 - ▶ Permits Pending Feedback
 - ▶ All Permits Pending Feedback
 - ▶ Permits Pending Feedback Review
 - ▶ Permits Issued but Not Valid
 - ▶ Permits Licenses
 - ▶ Permits Created
 - ▶ Permit Reports
- ▼ Inspections
 - ▶ Inspections Pending
 - ▶ Inspections Completed

Road Permit System [Sign Out](#)

Permit Reference: RWP1-0022/10
Permit Type: Trenching
Date Initiated: 17 May 2010

Inspection Compliance: 11 February 2011
☐ Report Completed

Locality	Street	Length	Width	Depth	Remarks	House Details
ATTARD	SAN GWANN	1.00	1.00	2.00		

Project Owner:
Contractor:

Field Officer Completion Report:

☒ Permit Details Confirmed
☒ Checklist Completed
☒ Declaration Signed
☒ Photos Correspond with Area

Project Owner Provisional Compliance Report:

☒ Permit Details Confirmed
☒ Inspection Report Completed
☒ Certification Signed
☒ Attachments Correspond with Area

Action:

☒ Defects Found
☒ Project Owner Informed
Correspondence Attached:


Date Informed:
Notifications Sent:

☐ Works Rectified
☐ Works Accepted

Comments:

[Back](#)
[Save](#)

Once a compliance report is filled in you can view this report by clicking on the **Edit** button. The form will not be editable but you will be able to print the report by clicking on the **Print Report** button.



Transport Malta
Signed In As: Mark.Abelo

- ▼ Maintenance
 - ▶ User Profile
 - ▶ Contractors
 - ▶ Stakeholders
 - ▶ Insurance Agencies
 - ▶ Standard Conditions
 - ▶ Works Definitions
 - ▶ Roads Inspectors
- ▼ Trenching Permits
 - ▶ Create Permit
 - ▶ New Permits
 - ▶ Permits Pending Feedback
 - ▶ All Permits Pending Feedback
 - ▶ Permits Pending Feedback Review
 - ▶ Permits Issued but Not Valid
 - ▶ Permits Licenses
 - ▶ Permits Created
 - ▶ Permit Reports
- ▼ Inspections
 - ▶ Inspections Pending
 - ▶ Inspections Completed

Road Permit System [Sign Out](#)

Permit Reference: RWP1-0022/10
Permit Type: Trenching
Date Initiated: 17 May 2010

Inspection Compliance: 11 February 2011
☒ Report Completed

Locality	Street	Length	Width	Depth	Remarks	House Details
ATTARD	SAN GWANN	1.00	1.00	2.00		

Project Owner:
Contractor:

Field Officer Completion Report:

☒ Permit Details Confirmed
☒ Checklist Completed
☒ Declaration Signed
☒ Photos Correspond with Area

Project Owner Provisional Compliance Report:

☒ Permit Details Confirmed
☒ Inspection Report Completed
☒ Certification Signed
☒ Attachments Correspond with Area

Action:

☒ Defects Found
☒ Project Owner Informed
Correspondence Attached:

Date Informed:
Notifications Sent:

☐ Works Rectified
☐ Works Accepted

Comments:

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[Print Report](#)

4.2 Inspections Completed

After a Works Completion Report has been filled in and the permit status is COMPLETED, the permit is shown in this list. This menu is only accessible to a user with the Compliance User role:

The screenshot shows the 'Road Permit System' interface. At the top left is the 'tm' logo and 'Transport Malta'. Below it, it says 'Signed In As: Mark.Abela' and a 'Sign Out' link. The main menu on the left includes 'Maintenance' (with sub-items like User Profile, Contractors, Stakeholders, Insurance Agencies, Standard Conditions, Works Definitions, Roads Inspectors) and 'Trenching Permits' (with sub-items like Create Permit, New Permits, Permits Pending Feedback, All Permits Pending Feedback Review, Permits Pending Feedback Review, Permits Issued but Not Valid, Permits Licenses, Permits Created, Permit Reports). The 'Inspections' menu item is expanded, showing 'Inspections Pending' and 'Inspections Completed' (which is highlighted). On the right, a table displays permit details:

Permit Ref	Completed Date	Commands
RWP1-0021/10	04-06-2010	Close Permit Refer for compliance
RWP1-0022/10	11-02-2011	Close Permit Refer for compliance

From this screen you may decide whether a permit needs to be moved to the compliance stage that was mentioned previously or whether it can be closed permanently. Once you have clicked on either button the permit is not shown in this screen anymore.